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*Phib  
your Board report*

7 July 1969

MEMORANDUM FOR: DDS Records Management Officer

SUBJECT : Purge of Office Retired Records

REFERENCES : A - DD/S 68-4248, dated 19 August 1968  
B - OS Progress Report, dated 9 April 1969

1. Pursuant to your verbal request of 12 June 1969, set forth below is the Records Purge Progress Report of the Office of Security for the period 1 April through 30 June 1969:

A. Amount of manpower expended: Est. 96 hours.

B. Breakdown of Progress : Records reviewed consisted of thirteen linear feet.

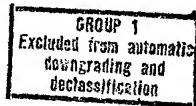
Amount of material destroyed was five linear feet.

(1) Material at Center:

IRD - 26 jobs - 368 feet - No material reviewed. On 16 June 1969, Chief, IRD advised the OS/RMO that the proposed microfilming of this material was still under consideration and that a final decision had not yet been reached.

Historical Material - Of the estimated eighty feet of previously designated material that may have some historical significance, thirteen feet have been reviewed by the OS Historical Group. It is to be noted that the material reviewed does not constitute all the material reviewed by the group, since their interest is not limited only to pre-designated type material. In addition, it is believed

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that the purge of this type material will not result in any large volume of material being destroyed at this time.

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Vital Materials: The Office of Security has completed its 1969 update of the Vital Materials [redacted] Deposits now total an approximate seven feet of material.

**C. Recommendations and/or Observations:**

The Office of Security has now reached a point wherein future purges of material (with the exception of material related to the IRD decision) will be in accordance with the disposition instructions as set forth in the OS Records Control Schedule. We attribute this situation to the fact that we have been purging, transferring, consolidating, destroying, etc. our retired records since FY 1964. The result of this effort to date has placed us in a position wherein material presently at the Center is retained either in accordance with retention standards set down by the GSA or has been found to have possible future value within set reasonable time limits.

2. The above constitutes a thorough review of all Office of Security retired file holdings.

Signed

25X1A [redacted]

Chief

Executive and Planning Division  
Office of Security

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